



Charging and Remissions Policy

Audience:	School and academy staff, particularly Headteachers and school finance / administrative staff Local Governing Bodies
Approved:	Feb 2018
Other related policies / procedures	Financial Handbook, financial scheme of delegation
Owner	Finance Manager
Policy / procedure model	MAT policy: all Crofty schools use this policy Aligned: Policy to be adapted to school where indicated School policy: specific to needs of the school

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made to pupils for activities in the Crofty MAT. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities which also apply to the Academy Trust as set out in our Funding Agreement with the Secretary of State.

Circumstances where no Charge is made

No charge will be made for:

Education in School

1. Education provided wholly or mainly during school hours.
2. Admission to school for children of compulsory school age.
3. Activities that are part of the entitlement curriculum (the learning activities made available to all or any pupil that is provided wholly or mainly during school hours) or are part of a prescribed examination syllabus, or part of Religious Education.
4. The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.

Transport

5. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
6. Transporting registered pupils to other premises where the trust or local authority has arranged for pupils to be educated.
7. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy.
8. Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

Residential visit

9. Education provided on any visit that takes place during school hours.
10. Education provided on any visit that takes place outside school hours if it is part of the entitlement curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Music Tuition

11. Children learning to play musical instruments as part of the entitlement curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education;
12. Cost associated with preparing a pupil for an examination.

Examination Fees

13. Entry for a prescribed public examination if the pupil has been prepared for it at the school.

Circumstances where the School may charge Parents Optional Extras

Charges may be made for other activities known as “optional extras”. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, equipment or additional staffing (where relevant) as follows:

Education

14. Activities that take place mainly or wholly out of school time if they are not part of the entitlement curriculum, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at the academy and not part of religious education.
15. Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

Nursery

16. Nursery provision managed by the academy, can be charged to parents for each child’s hours outside of their funded entitlement, and must be invoiced and paid for in advance.

Wraparound Care

17. Optional clubs as an extension of the school day, that are managed, operated and staffed by the academy trust such as Breakfast, After School and Holiday clubs at the set hourly rate, and must be invoiced and paid for in advance.

Music Tuition

18. Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the entitlement curriculum.

Transport

19. Transport that is not required to take the pupil to school or to other premises where the trust has arranged for the pupil to be provided with education.

Examination Fees

20. An examination that is independent of the academy curriculum, but the academy arranges for the pupil to take it.

Board and Lodgings

21. The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging, see page 4).

Voluntary Contributions

22. Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal school curriculum.

Requests to parents for voluntary contributions will state that:

- There is no legal obligation to make a voluntary contribution;
- Pupils will not be excluded through parents’ unwillingness or inability to pay;
- Pupils of parents who cannot contribute will not be treated any differently;
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

23. Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions

24. Parents whose children are eligible for free school meals will be exempt from paying the cost of board and lodging of a residential trip.
25. The trust may wish to remit in full or in part, the cost of other activities for parents in certain circumstances but the reasons will be clear, documented and consistent.

Supplementary Information

26. Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, P.E. Kit, Calculators, and Pens etc.

Breakages and Damage

27. Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.